15 Enter a SAR - Pharmacy

Introduction to Enter a SAR - Pharmacy

The step-by-step instructions to "Enter a SAR" with a pharmacy as the service provider for drugs requiring specific authorization is described in this section.

Only "Drugs that Require Specific Authorization" need to be individually authorized. All other drugs are allowed to be billed using the physician or Special Care Center authorizations (exluding medical supplies).

NOTE: Drugs that have been end-dated or have a TAR indicator of '2' (not payable) should never be authorized.

Objectives

At the completion of this section, you will be able to:

- Enter a SAR with a pharmacy as the service provider
- Authorize NDC codes
- "Submitting" the SAR for validation

15.1 Find the Client

1. Access Service Authorization Request by clicking the "Authorization" link.
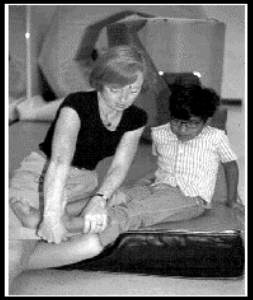
2. Enter search criteria in the "By Client" area:
3. Click the "Search" button.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

Search - Service Authorization

BY CLIENT

CCS Number	2463624	Client Name	
Date of Birth	Mon ▼ Day ▼ Year ▼	Gender	Select ▼
Client Index Number		Legal County	Select ▼
SSN			

BY PROVIDER

○ Hospital / Medical Provider ○ Special Care Centers ○ Dental Provider

Provider Name			find ▶
Service Begin Date	Mon ▼ Day ▼ Year ▼	Provider ID	find ▶
SAR Status	Select ▼	Service End Date	Mon ▼ Day ▼ Year ▼

BY SAR NUMBER

SAR Number | |

Step 3 → Search   Clear

You may search for the client by CCS Number.

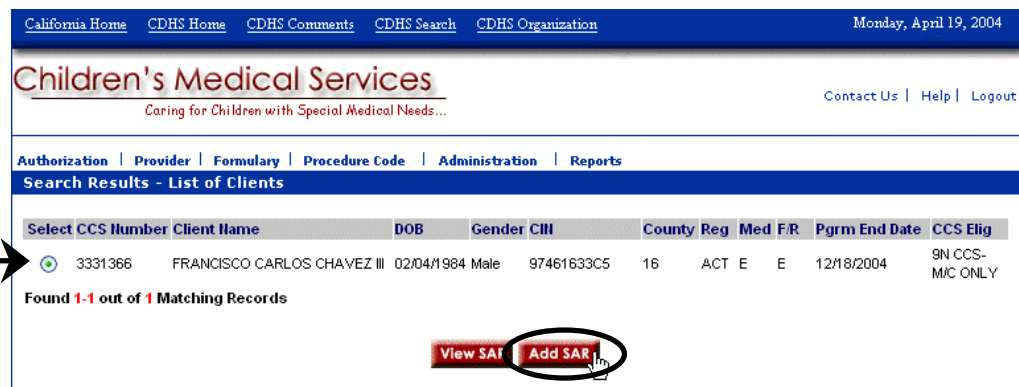This search is similar to the one performed in CMS Net (character-based system).

Field descriptions are provided in CMS Net Web Online Help.

4. Click the "Select" radio button for the desired client. If an <u>exact match</u> is found, the option button will be pre-selected.
5. Then click the "Add SAR" button.

If the client is not listed, click the "Authorization" link located above the blue banner to return to the Search SAR page.

Field descriptions are provided in CMS Net Web Online Help.

15.2 Select a Provider for the SAR

This example will demonstrate how to select a medical physician for a SAR.

1. Click the "Hospital/Medical Provider" radio button.
2. Enter provider search information.
3. Click the "Search" button.

Provider ID for hospital or medical providers is 9 characters. At least 8 characters must be entered.

Enter provider name. Partial searches are permitted.

Search results can be narrowed to Pharmacies/ Pharmacists by using the "Provider Type "drop-down.

> Field descriptions are provided in CMS Net Web Online Help.

4. Click on the link (blue underlined name of your selection).
5. You may view additional matches on the next page by:
   Clicking the "Next Records" link OR clicking the "Prev Records" link.

> SARs will not be issued to group providers, such as Group Certified Family/ Pediatric Nurse Practitioners, Physicians Groups, Group Optometrists, Medicare Crossover Provider Only, and Group Respiratory Care Practitioners.

> Field descriptions are provided in CMS Net Web Online Help.

15.3 Enter SAR Information

1. Enter SAR Information
2. Click the "Add Services" button.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

Enter SAR

FRANCISCO CARLOS CHAVEZ III, 3331366

Required fields are marked in *

CLIENT INFORMATION

Client Name:	FRANCISCO CARLOS CHAVEZ III	F/R Elig:	ELIGIBLE	Reg Status:	ACTIVE
CCS Number:	3331366	Med Elig Status:	ELIGIBLE	Application Status:	SIGNED APP
Date of Birth:	02/04/1984	Diagnostic Only:	NO	PSA Status:	SIGNED
CIN:	97461633C5	CCS Elig Status:	9N CCS-M/C ONLY	Program Begin Date:	12/18/2002
Gender:	MALE	County:	KINGS	Program End Date:	12/18/2004

PROVIDER INFORMATION

Provider Name:	LONGS DRUG STORES NO 73	Provider Number:	PHA172200
Address:	2325 E FLORIDA AVE,HEMET,CA,92544-4753	County:	Riverside

SAR INFORMATION

SAR Number   SAR Status

Service Begin Date * Jul 1 2004   Service End Date Sep 1 2004

Service Request Date * Jun 30 2004   Number of Days

EPSDT-SS ☐   Category   Select

CCS SS ☐   State Approved ○ Yes ○ No

State Funded ☐

Primary Diagnosis* 745.4 VENTRICULAR SEPTAL DEFECT   **find ▸**

Secondary Diagnosis   **find ▸**

> Enter SAR Information

SERVICE CODE INFORMATION

Remove	Service Code	Modifier	Type	Alternate Code	Service Description	Alternate Description	Units	Quantity	Amount

SPECIAL INSTRUCTIONS

Add Services **Submit** **Undo**

Keep in Mind:

CMS Net Web does not allow users to enter a SAR that has a service begin date before 7/1/2004.

Field descriptions are provided in CMS Net Web Online Help.

15.4 Search for Services

1. Click the "Drugs Requiring Specific Authorization" radio button.
2. Enter search criteria for drugs requiring specific authorization.
3. Click the "Search" button.

In this example, we will associate Nutropin to the SAR.

Certain drugs such as Factor are not allowed to be authorized with a NDC.

Factor codes are listed as a medical procedure code. For example J7190.

Only pharmacy provider types may be issued a SAR with an NDC (Drugs Requiring Specific Authorization)

- '24' Pharmacy/ Pharmacists

Search Tips:

Searching by a "NDC" will return matches that *start with* whatever you type in that field.

Example for NDC Field:"5024200"

Returns the following matches:"50242001501,""50242001502,"and "50242001966" among others.

Searching by a "Label Drug Name," returns matches that *contain* whatever you type in that field.

Example for Label Drug Name: "Nutropin"

Returns the following matches: "Nutropin 10 MG Vial," "Nutropin 5 MG Vial," and "Nutropin AQ 5MG/ML Vial" among others.

Example of searching by Generic Name:

- Somatropin
- Palivizumab

Example of searching by Label Name:

- Nutropin
- Synagis

15.5 Select Services

1. Check the appropriate service code(s) for the SAR. If an <u>exact match</u> is found, the option button will be pre-selected.
2. Click the "Continue" button.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

Search - Select Services

Select	Service Code	Type	Service Description
☐	50242001819		NUTROPIN 10MG VIAL
☐	50242001820		NUTROPIN 10MG VIAL
☐	50242001966		NUTROPIN 5MG VIAL
☑	50242002067		NUTROPIN 10MG VIAL
☐	50242002219		NUTROPIN AQ 5MG/ML VIAL
☐	50242002308		NUTROPIN AQ 5MG/ML VIAL
☐	50242002608		NUTROPIN AQ 5MG/ML VIAL
☐	50242003249		NUTROPIN 5MG VIAL
☐	50242003450		NUTROPIN 10MG VIAL
☐	50242007201		NUTROPIN 5MG VIAL
☐	50242007202		NUTROPIN 5MG VIAL
☐	50242011411		NUTROPIN AQ 5MG/ML VIAL
☐	50242001821		NUTROPIN 10MG VIAL
☐	50242001902		NUTROPIN 5MG VIAL
☐	50242002020		NUTROPIN 10MG VIAL
☐	50242002220		NUTROPIN AQ 5MG/ML VIAL
☐	50242003235		NUTROPIN DEPOT 13.5MG KIT
☐	50242003441		NUTROPIN DEPOT 18MG KIT
☐	50242003654		NUTROPIN DEPOT 22.5MG KIT
☐	50242004314		NUTROPIN AQ PEN CARTRIDGE
☐	50242007203		NUTROPIN 5MG VIAL

Found 1-21 out of 21 Matching Records

NDC Code [＿＿＿＿＿]

Back   Continue

Users with SAR-OVERRIDE, Regional Office Administrator, or State Administrator security access will see this "NDC" field where the user can manually add a prescription to the SAR.

NOTE: Manually entering a NDC will pay at the <u>Brand Name</u> price, which is different than the drug billed on the physician or Special Care Center SAR. (generic price).

Manually entered NDC may be combined with NDC from the Drugs that Require Specific Authorization.

Field descriptions are provided in CMS Net Web Online Help.

15.6 Specify Service Code Information

1. For each service code that appears on the SAR:
   - Check the "Remove" indicator if the service code was entered erroneously.
   - Enter Units. Required entry: The total number of times a procedure or service is requested. For drug codes: Enter the total number of times the authorized quantity is requested (for example, a units of "3" would be the original plus two refills).
   - Enter Quantity. Only for NDC drug or medical supply codes. Enter the total number of tablets, capsules, volume of liquid (in mls) or quantity of ointments/creams (in grams).
   - Enter Amount (only for EPSDT-SS SARs when the price is not on the procedure master file. This field is available to only those with access to update EPSDT-SS SARs.)

Example: 2 refils of Nutropin with 1 vial (10 MG each).

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

Enter SAR

FRANCISCO CARLOS CHAVEZ III, 3331366

Required fields are marked in *

CLIENT INFORMATION

Client Name:	FRANCISCO CARLOS CHAVEZ III	F/R Elig:	ELIGIBLE	Reg Status:	ACTIVE
CCS Number:	3331366	Med Elig Status:	ELIGIBLE	Application Status:	SIGNED APP
Date of Birth:	02/04/1984	Diagnostic Only:	NO	PSA Status:	SIGNED
CIN:	97461633C5	CCS Elig Status:	9N CCS-M/C ONLY	Program Begin Date:	12/18/2002
Gender:	MALE	County:	KINGS	Program End Date:	12/18/2004

PROVIDER INFORMATION

Provider Name:	LONGS DRUG STORES NO 73	Provider Number:	PHA172200
Address:	2325 E FLORIDA AVE,HEMET,CA,92544-4753	County:	Riverside

SAR INFORMATION

SAR Number   SAR Status

Service Begin Date * [Jul] [1] [2004]   Service End Date [Sep] [1] [2004]

Service Request Date * [Jun] [30] [2004]   Number of Days [ ]

EPSDT-SS ☐   Category [Select]

CCS SS ☐   State Approved ○ Yes ○ No

State Funded ☐

Primary Diagnosis* [745.4 VENTRICULAR SEPTAL DEFECT] **find ▸**

Secondary Diagnosis [ ] **find ▸**

SERVICE CODE INFORMATION

Remove	Service Code	Modifier	Type	Alternate Code	Service Description	Alternate Description	Units	Quantity	Amount
☐	50242001820	Select			NUTROPIN 10MG VIAL		2	1	

Quantity: Quantity = 1 for one vial of medication.

Units: Units = 2 for the total number of fills allowed, including the original dispensing.

SPECIAL INSTRUCTIONS

[ ]

Add Services **Submit** **Undo**

Field descriptions are provided in CMS Net Web Online Help.

15.7 Click "Submit" to Complete SAR Entry

1. Perform one of the following actions:
   - Click the "**Submit**" button to save the SAR; the SAR *is* ready for authorization. The status of the SAR will be "Pending." The user will be taken to the Narrative.
   - Click the "Undo" button to exit from the SAR Entry page. The SAR will not be saved.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

Enter SAR

FRANCISCO CARLOS CHAVEZ III, 3331366

Required fields are marked in *

CLIENT INFORMATION

Client Name:	FRANCISCO CARLOS CHAVEZ III	F/R Elig:	ELIGIBLE	Reg Status:	ACTIVE
CCS Number:	3331366	Med Elig Status:	ELIGIBLE	Application Status:	SIGNED APP
Date of Birth:	02/04/1984	Diagnostic Only:	NO	PSA Status:	SIGNED
CIN:	97461633C5	CCS Elig Status:	9N CCS-M/C ONLY	Program Begin Date:	12/18/2002
Gender:	MALE	County:	KINGS	Program End Date:	12/18/2004

PROVIDER INFORMATION

Provider Name:	LONGS DRUG STORES NO 73	Provider Number:	PHA172200
Address:	2325 E FLORIDA AVE,HEMET,CA,92544-4753	County:	Riverside

SAR INFORMATION

SAR Number   SAR Status

Service Begin Date * [Jul] [1] [2004]   Service End Date [Sep] [1] [2004]

Service Request Date * [Jun] [30] [2004]   Number of Days [ ]

EPSDT-SS [ ]   Category [Select ▾]

CCS SS [ ]   State Approved ○ Yes ○ No

State Funded [ ]

Primary Diagnosis* [745.4 VENTRICULAR SEPTAL DEFECT] [find ▸]

Secondary Diagnosis [ ] [find ▸]

SERVICE CODE INFORMATION

Remove	Service Code	Modifier	Type	Alternate Code	Service Description	Alternate Description	Units	Quantity	Amount
☐	50242001820	Select ▾			NUTROPIN 10MG VIAL		2	1	

SPECIAL INSTRUCTIONS

[ ]

[Add Services] [Submit] [Undo]

Field descriptions are provided in CMS Net Web Online Help.